

STATE JOB TRAINING COORDINATING COUNCIL



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PETE WILSON, Governor

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Interim Chairwoman

Dean K. Smith
Executive Director

MEETING NOTICE

August 29, 1997

TO: SJTCC Members and Other Interested Parties

FROM: Gary Freeman, Chair
Special Committee on Capacity Building

RE: **SPECIAL COMMITTEE ON CAPACITY BUILDING MEETING
NOTICE**

Tuesday, September 9, 1997
1:30 PM – 4:00 PM
Grosvenor Hotel, SFO Airport
380 So. Airport Drive
South San Francisco, CA 94080
(415) 873-3200 or (800) 722-7141

Meeting notices and the master calendar of the SJTCC are now available on the SJTCC Homepage at www.sjtcc.cahwnet.gov. Notices will be posted on the Web 5 - 10 days prior to scheduled meeting dates.

The times assigned to agenda items are approximations only. Those interested in providing oral comments on any particular item should advise the SJTCC office and plan to arrive earlier than the time shown on the agenda.

AGENDA

<u>Time</u>	<u>Item and Presenter</u>
1:30 p.m.	Opening Remarks Gary Freeman, Chair
	Approval of Minutes, August 7, 1997 Conference Call Gary Freeman

<u>Time</u>	<u>Item and Presenter</u>
1:40 p.m.	1. INFORMATION ITEM Committee Workplan Gary Freeman
2:40	2. INFORMATION ITEM One-Stop Career System Update Greg Gibson, Committee Staff
3:00	3. ACTION ITEM Procurement of Contractor to Conduct Focus Groups Committee Staff
3:20	4. ACTION ITEM Establish Committee Meeting Schedule Gary Freeman
3:45	Open Discussion
4:00	Adjourn

Other Meetings: The State Job Training Coordinating Council will meet on September 10, 1997, same hotel. The hotel offers a complimentary shuttle to/from airport. Parking at the hotel is also complimentary.

Special Accommodations: Individuals who require special accommodation for disabilities are requested to contact the SJTCC at (916) 654-6836 at least five days prior to SJTCC Meetings. TDD line: California Relay Service (800) 735-2929.